

Courthouse Annex I  
126 Court St.  
Monroe, GA 30655



(770) 267-1485  
(770) 267-1407 FAX

**Walton County Planning and Development**

**SUBMITTAL CHECKLIST**  
**For**  
**Conditional Use Application**

- ☐ Application must be completely filled out.
- ☐ Name, address and phone number of all owners of the property.  
(if more than one owner-attach as exhibit)
- ☐ Recorded Deed of property
- ☐ Recorded Plat of property
- ☐ Campaign contribution form
- ☐ Authorization to file if applicant is not the owner.  
(must be notarized)
- ☐ Written documented, detailed analysis of the impact of the proposed zoning map amendment with respect to each of the standards and factors in Article 4, Part 4, Section 160 (B).
- ☐ 10 copies of the site plan (24X36) (NOT ROLLED)
- ☐ 1 reduced copy of site plan (11X17)
- ☐ Letter of intent with any conditions.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

An appointment must be made with the Zoning Administrator or Zoning Clerk to submit applications.

This checklist of submittal requirements does not supersede the submittal requirements attached to the conditional use application.

This list will be used to accept applications at the Planning & Development Department.

# Conditional Use Application # \_\_\_\_\_

Planning Comm. Meeting Date \_\_\_\_\_ at 6:00PM held at **WC Board of Comm. Meeting Room**

Board of Comm Meeting Date \_\_\_\_\_ at 6:00PM held at **WC Board of Comm. Meeting Room**

**You or a representative must be present at both meetings**

**\*\*\*Please Type or Print Legibly\*\*\***

**Map/Parcel** \_\_\_\_\_

**Applicant Name/Address/Phone #**

**Property Owner Name/Address/Phone**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If more than one owner, attach Exhibit "A")

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Location \_\_\_\_\_ Present Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Property is serviced by:

Public Water: \_\_\_\_\_ Provider: \_\_\_\_\_ Well: \_\_\_\_\_

Public Sewer: \_\_\_\_\_ Provider: \_\_\_\_\_ Septic Tank: \_\_\_\_\_

The purpose of this conditional use is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above statements and accompanying materials are complete and accurate. Applicant hereby grants permission for planning and zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Ordinance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\$ \_\_\_\_\_

Fee Paid

**Public Notice sign will be placed and removed by P&D Office**

**Signs will not be removed until after Board of Commissioners meeting**

**Office Use Only:**

Existing Zoning \_\_\_\_\_ Surrounding Zoning: North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

Comprehensive Land Use: \_\_\_\_\_

Commission District: \_\_\_\_\_ Watershed: \_\_\_\_\_

### **Standard Review Questions:**

**Provide a written, documented, detailed analysis of the impact of the proposed zoning map amendment or conditional use with respect to each of the standards and factors specified in Section 160 listed below:**

#### **Conditional Use Permit Criteria**

- 1) Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed conditional use;
- 2) Compatibility with adjacent properties and with other properties in the same zoning district;
- 3) Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;
- 4) Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;
- 5) Whether or not the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;
- 6) Whether or not the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of the manner of the hours of operation of the proposed conditional use;
- 7) Whether or not the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;
- 8) Whether the length of time for which the conditional use permit is granted should be limited in duration;
- 9) Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.
- 10) Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources; and
- 11) Whether or not the proposed plan will have an unreasonable adverse impact on natural resources or environmentally sensitive areas, including floodplains, wetlands, prime plant or animal habitat, or other similar features of unique value to the character of Walton County.

## **Disclosure of Campaign Contributions**

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A., Chapter 36-67A, the following questions must be answered:

Have you the applicant made \$250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application?

\_\_\_\_\_yes \_\_\_\_\_ no

If the answer is yes, you must file a disclosure report with the governing authority of Walton County showing:

1. The name and official position of the local governing authority in Walton County to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution was made.

This disclosure must be filed when the application is submitted.

\_\_\_\_\_  
Signature of Applicant/Date

Check one: Owner \_\_\_\_\_ Agent \_\_\_\_\_

**AUTHORIZATION  
BY PROPERTY OWNER**

I swear that I am the property owner of the property which is the subject matter of the attached Petition for Rezoning/Conditional Use Application, as is shown in the records of Walton County, Georgia.

I authorize the named below to act as Applicant in the pursuit of a Petition for Rezoning/Conditional Use Application.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Property: \_\_\_\_\_

\_\_\_\_\_

Map/Parcel Number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Personally appeared before me and who swears  
that the information contained in this authorization  
is true and correct to the best of his/her knowledge.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

## Checklist for Scale Drawing

Submit 10 (24X36) copies and 1 reduced (11X17) copy

All drawings should include as a minimum the following items:

- ☐ Boundary line map showing bearings, distances, wetlands, floodplains, historic or archeological sites and environmentally sensitive habitats.
- ☐ Any statistical tabulation required showing that the proposed development meets the specific requirements of Walton County. (ie: acreage/density, open space requirements)
- ☐ The drawing shall be clearly and legibly drawn at a scaled not smaller than one hundred (100) feet to one inch. Sheet size shall be 24 X 36 inches (unless otherwise approved)
- ☐ Name and address of owner of record; Name and address of developer.
- ☐ Proposed name of subdivision
- ☐ North point, graphic scale, date and vicinity map.
- ☐ Names of adjoining landowners and zoning district.
- ☐ Existing streets, culverts and easements.
- ☐ Proposed layout, including streets, lot lines with approximate dimensions, lot numbers, easements, setbacks, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single-family dwellings.
- ☐ The words "Not for final Recording".
- ☐ Walton County map and parcel number.
- ☐ FEMA map number and date of panel: statement-property has or has no floodplain.
- ☐ Site the Article and Section of the ordinance relating to subdivision.
- ☐ Any land designated for Open space or Green Space must have a minimum 20 ft. access.